



NEW CLIENT ACCOUNTING & PAYROLL SET-UP FORM

This New Client Set-Up Form and all other forms included in this packet must be completed, signed and dated by a registered owner or officer in order to prevent any delays in processing.

How did you hear about FSG Payroll? Email Postcard Ad Friend Other

Current Payroll Method: In-house, Outsource: _____

New Hire Paperwork: _____ Number of Employees: _____

Legal Company Name: _____
(Please include entity type i.e.. Sole Proprietor, LLC, INC, Non-Profit)

Company Address: _____
City: _____ State: _____ Zip: _____ Email: _____
Contact Name: _____ Phone: () _____ Fax: () _____

PAYROLL PROCESSING

Pay Schedule	Pay Cycle	Processing Orders
Weekly-Monthly Bi-Weekly-Quarterly Semi-Monthly-Annually Pay Dates: _____	Start: End: Start Check # Date of Last Payroll: First Process Date:	Direct Deposit Agency Checks/Garnishments Time & Attendance/Timeclock Stuff & Seal Checks

PAYROLL TAXES

Bank Account/ Routing Number
Federal EIN:
Federal Tax Deposit Schedule: Monthly Semi-Monthly

FINANCIAL TEAM

Bookkeeper:
CC Payroll Reports? YES NO
CC to email: _____

CPA: _____ Attorney: _____
Retirement: _____

DELIVERY

Payday Reports: Standard Delivery Pick-Up
E-mail PDF to: _____ Password: _____

Employee Paystubs:
Standard Delivery Pick-Up
Email (see Direct Deposit and E-Sub Authorization)
Email check on your pay date? Time: _____

Standard Delivery Instructions: Mail Courier
Delivery Address: Attention: _____
Address: _____ City: _____ State: _____ Zip: _____

Additional Information

Workers Compensation
Logo for Invoice and "Bill/Remit To"

Health and Benefit Plans
Business Funding Company Requirements for Reporting